

TAB

REPORTS INVENTORY

CONTROL NO.

RCB-1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Regulations Control - Quarterly Job Status Report

2. TYPE OF REPORT

X

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

X

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc) memorandum

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

NA

10. PREPARING COMPONENT (include lowest level contributing information to report)

Regulations Control Branch

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS- 14 14	10.39		1		10.39		3		\$31.17
GS- 14 5	2.91		1		2.91		3		\$ 8.73

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$39.90

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Statistical and information report to ADD/S showing status of regulatory proposals in process at time of report, and number of proposals processed during the quarter. Used by ADD/S to review time lags, problem areas, and consultation with other Deputy Directors as necessary to solve problem areas.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X RETAIN AS IS ☐ OTHER (explain)
CHANGE
DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

none

none

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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